



# illinois health insurance marketplace

## Illinois Health Insurance Marketplace Policy Fellow Volunteer Internship Program

The **Illinois Health Insurance Marketplace** (HIM) operates within the Office of the Governor to facilitate the development and implementation in Illinois of a health insurance exchange, a key component of the federal Affordable Care Act (2010). The staff of the HIM is addressing legal and policy issues at the forefront of healthcare industry reforms in Illinois, and welcomes the involvement of graduate and undergraduate students as HIM Policy Fellows to observe and participate in the HIM's groundbreaking legal and policy deliberations.

HIM Policy Fellow Assignments. The tasks assigned to the Fellows will include:

- research projects regarding Federal and State healthcare issues, primarily relating to the implementation of the Affordable Care Act, and best practices of other states and exchanges
- drafting policy memoranda, research reports and informational whitepapers for distribution to relevant policymakers and stakeholders; and
- facilitation of HIM's engagement with stakeholders in Illinois (providers, payers, patients, public health officials, researchers and regulators), including attendance at meetings and the furnishing of substantive staff support (research, recommendations, meeting minutes).

Related Agency Assignments. HIM works closely with other agencies and instrumentalities of the State of Illinois, most notably the Office of the Governor (OOG), the Office of Health Information Technology (OHIT) and the Illinois Health Information Exchange Authority (ILHIEA). HIM is open to the expansion of potential Fellow assignments to include policy requested by other State agencies, subject to the availability and agreement of the Fellow.

Workflow Inclusion. HIM will attempt to provide the Fellows a comprehensive insight into HIM's operations and the policy, legal and business challenges which HIM will address. Whenever possible, HIM's Director and staff will invite Fellows to attend meetings with relevant stakeholders.

Chicago Office. HIM's offices are located in the State of Illinois James R. Thompson Center. Each Fellow will be provided at HIM's offices with a personal work space and desktop personal computer with Internet access. In addition to on-line access to selected health policy and legal reference materials, HIM benefits from the legal reference resources of the adjacent Cook County Law Library.

Office Hours. HIM maintains business office hours each weekday from 8:30 a.m. to 5:00 p.m. Office attire is business casual and the environment is collegial.

Compensation. Regrettably, HIM is not presently in a position to offer any cash remuneration to the Fellows for their volunteer services. The Fellows shall not be employees of the State of Illinois, and will have no entitlement to any of the benefits offered to State of Illinois employees.

Professional Development. In lieu of cash remuneration, HIM is committed to providing its Fellows all reasonable assistance to further their professional development. All assignments will



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be supervised and reviewed by the appropriate HIM staff, who will assist, as requested by a Fellow, with respect to (i) securing academic credit for work completed, (ii) letters of reference, and (iii) publication of research results in academic journals.

Confidentiality; conflicts of interest. As each Fellow will be exposed to confidential information, each Fellow must execute a Non-Disclosure Agreement. Also, each Fellow must disclose any involvement during the term of their internship (i) in the representation of any person asserting any claim against the State of Illinois, or (ii) a relationship with a third party, including a potential vendor to HIM, with an interest potentially adverse to that of the State of Illinois.

Fellow Selection Criteria. HIM adheres to the principles of Equal Opportunity Employment. Fellows will be selected from the pool of applicants prior to the start of the 12-14 week Spring, Summer or Fall programs (generally corresponding to academic semesters); additional selections may be made from time to time as the need arises. The factors taken into consideration in selecting Fellows will include:

- absence of conflicts of interest;
- receipt of academic credit, or other proof of educational benefit from participation;
- prior course of applicable policy studies;
- prior policy research and writing experience;
- prior experience with matters of health care;
- interest in health policy, regulatory affairs, and information technology; and
- ability to convert research and reasoning into concrete policy guidance, and to communicate such guidance clearly in oral and written form.

Desired characteristics include:

- strong communication skills, verbal and written;
- positive personality and the ability to work both independently and with team members;
- strong multi-tasking and organization skills;
- takes initiative to understand the concepts of health insurance exchange;
- proficiency in Microsoft Office applications; and
- prefer graduate level of study of Law, Policy, Government, Healthcare, Economics, or IT.

Applicants should submit a resume, cover letter, and a writing sample to [George.Letavish@Illinois.gov](mailto:George.Letavish@Illinois.gov) for consideration; in the subject line please indicate the term you want to apply for (e.g. Fall 2013).